




**County of Orange**

# MEMO

**DATE:** April 7, 2011

**TO:** Development Processing Review Committee

**FROM:**  Rick LeFeuvre, Interim Director, OC Public Works/OC Planning

**SUBJECT:** DPRC Meeting Minutes – February 10, 2011

A meeting of the Development Processing Review Committee was held on Thursday, February 10, 2011, at 8:30 a.m. in the H. G. Osborne Building, on the Eighth Floor, in Executive Conference Room 808.

The following persons were in attendance:

## **MEMBERS**

Jay Bullock – Planning Solutions, (Chair) (2<sup>nd</sup> District)  
Thomas Grable – Tri-Pointe Homes (5<sup>th</sup> District)  
Jackie Hare – J. L. Hare Associates, Inc. (2<sup>nd</sup> District)  
Joe Lambert – Construction Planning Services (3<sup>rd</sup> District)  
Michael Recupero – Recupero & Associates, Inc. (1<sup>st</sup> District)  
Carl Taylor – Huitt-Zollars, Inc. (Vice-Chair) (4<sup>th</sup> District)

## **GUESTS**

Jessica Toohey – Huitt-Zollars, Inc.

## **STAFF**

Rick LeFeuvre, Interim Director, OC Planning  
Michael Balsamo – Manager, OC Planning/OC Communities  
Mahrooz Ilkhanipour – Manager, OC Planning/OC Community Development/Permit Intake  
Raymond Mathe, Manager, OC Survey  
David Shepherd – Manager, OC Planning/OC Planned Communities/Land Use-Planned Communities  
Juanita Smitley – DPRC Secretary, OC Planning/OC Community Development  
Chuck Stanfield – Manager, OC Engineering/Building and Grading Inspection  
Hadi Tabatabaee – Orange County Building Official, OC Public Works

## **MEMBERS ABSENT**

Fred Ameri – RBF Consulting (5<sup>th</sup> District)  
Rick Fitch – Hunsaker & Associates (3<sup>rd</sup> District)  
Lee Lowrey – Lowrey Pacific Capital (1<sup>st</sup> District)

**1. Approval of Meeting Minutes for January 13, 2011**

The meeting minutes for January 13, 2011, were moved for approval by Mike Recupero and seconded by Carl Taylor with a minor change.

**2. Planning Division Update**

- Mike Balsamo indicated there is a reduction in planning application activity.
- Developing a core group with outside contracting and much of plan check is performed by contractors.
- Code Enforcement Section now called Neighborhood Preservation was relocated to the First Floor.
- Plan to hire two more contractors for Code Enforcement.
- Two new planners were hired to replace two vacancies from 2010: Richard Vuong stationed in the DPC to assist Terri Sargeant and Bea Bea Jimenez is working with OC Planned Communities.
- DPRC would like Permit Numbers Report emailed to members.

**3. Discuss Proposed Revisions to Conditions of Approval**

- Staff to provide update in April and then begin work with Subcommittee.

**4. Cal Green 2010 Training Update**

- On February 2, 2011, a Cal Green 2010 Seminar and Forum was held at the Hall of Administration with over 180 attendees.
- Attendees were Supervisor Campbell, the BIA, Edison, Gas Company and contractors. Good question and answer participation.
- Hadi will forward handouts of Cal Green 2010 Forum and the Power Point presentation to the DPRC members.

**5. Improvement Plan/Landscape Plan Streamlining and Modernizing**

- Subdivision group previously handled CoA's and bonds; Mahrooz is currently handling.
- OC Planned Communities consultant team will handle bonds and maps for Planned Community areas.

**6. Discuss Mylar Prints Process**

- Moving toward electronic processing of Mylar's.
- Working with County Counsel.
- DPRC wants to implement bringing a CD of PDF file into APPS to move away from Mylars. This is okay for improvement plans.
- Virtual Stamp is legal on improvement plans.
- Mahrooz will meet with Dave Shepherd and Harry Persaud to discuss process.
- Per Ray Mathe, Mylar use must continue for maps due to Subdivision Map Act requirements.

**7. Other Business**

- March meeting has been cancelled per members' suggestion and vote.
- For April meeting, discuss Electronic filing and funding issue; Improvement Plans and Landscape Plan Process.

**8. Next Meeting**

The next meeting of the Development Processing Review Committee will be held on Thursday, April 14, 2011, at 8:30 am.